

 <p style="text-align: center;"><b>YALE UNIVERSITY POLICE DEPARTMENT</b> <b>STANDARD OPERATING PROCEDURE</b> <i>Serving with Integrity, Trust, Commitment and Courage Since 1894</i></p>	ORDER TYPE: NEED TO REFER	
	<b>653 CRIME SCENE SECURITY</b>	
	EFFECTIVE DATE: <b>08 APR 2011</b>	REVIEW DATE: <b>ANNUAL</b>

**PURPOSE**

The purpose of this Standard Operating Procedure is to establish standard procedures to insure the security of crime scenes, the preservation of evidence and documentation of the scene.

**PROCEDURES**

Crime scene processing will not begin until the scene is stabilized. Incident command priorities of life safety, search and rescue and security precede crime scene preservation and processing.

- Once the incident is stabilized, the on-scene ranking supervisor will identify and cordon off the boundaries of the crime scene using yellow crime scene tape or other appropriate markings.
- Once crime scene processing personnel have arrived, they may identify areas of entry restricted to crime scene processing personnel only.
- The ranking investigative supervisor assumes command of the crime scene upon their arrival.
- The on-scene ranking patrol supervisor is in charge of the scene outside the cordoned area.
- Until an investigative officer arrives, the on-scene patrol supervisor will be responsible for the entire scene.
- The on-scene patrol supervisor is also in charge of the entire scene when the investigative supervisor leaves the scene.
- The on-scene investigative supervisor will notify the patrol supervisor when they are relinquishing the scene.
- Scene security shall remain in place until the scene has been processed. Officers assigned to crime scene security may only be released from an active scene on agreement between scene processing personnel and the on-scene supervisor.
- The **Crime Scene Entry Log** shall be used at all major crime scenes.
  - Immediately after a crime scene has been secured the on-scene supervisor will designate a point(s) of entry and exit into the crime scene. All personnel shall enter and exit the crime scene at the designated point(s) of entry.
  - The on-scene supervisor shall designate officer(s) to start and maintain the **Crime Scene Entry Log**.
  - The officer responsible for the log shall be placed at the point(s) of entry.
  - The officer will record his/her name, case number, location, date and time at the start of the log.
  - The officer will then record the names, agency, badge number, date, time in, time out, and the reason for entering the scene of all officers or other personnel that enter the scene.
  - Post logs will be initiated and completed by all officers assigned to fixed posts at the crime scene.

- The on-scene patrol supervisor, in consultation with the on-scene investigative supervisor, will designate and set up a staging area outside the cordoned for media and other non-police staff.
- Once all police personnel have cleared the scene, the designated officer in control of the log will insure the log is collected and submitted with the case report.

PER ORDER OF

A handwritten signature in black ink, appearing to read "Ronnell A. Higgins", is enclosed within a thin black rectangular border.

RONNELL A. HIGGINS  
DIRECTOR OF PUBLIC SAFETY AND CHIEF OF POLICE